

## Submitting an RMA Step-By-Step Guide

- Visit <a href="https://bellracingusa.com.returnsportal.net/">https://bellracingusa.com.returnsportal.net/</a> or click on the 'Returns' link under Customer Service at the bottom of <a href="https://bellracing.com/">https://bellracing.com/</a>
- 2. At the top left-hand corner of the page, click 'Create an Account'.
- 3. Fill out the form and click 'Submit'.
- 4. You will be redirected to the main page where you will then need to click 'Submit new RMA Request'.
- 5. After you have read all information, click the 'I agree to Terms and Conditions and Returns Policy' box.
- 6. Click 'Submit'.
- 7. If you know the SKU of the product that you are returning, type that SKU into the box below 'Find:' and then click 'Find It'
- 8. If you prefer to search for the product you are returning by name, click the drop-down box under 'in:' and click on 'Item Description'. Then type the product name into the box below 'Find:' and then click 'Find It'.
- 9. A list of items found as a result of your search will appear below the 'Find It' button. Find the item you are returning from that list and click on that item.
- 10. Double check that the item number and description are correct for the product you are returning, and then click 'Continue'.
- 11. Enter all information that you have and make sure to provide a Detailed Problem Description. (The more information that you provide, the faster the entire return process will be.)
- 12. Click 'Submit'.
- 13. If you're returning more product(s), click 'Add another product to return' and repeat steps 6-11.
- 14. Once you have all products listed that you are returning, click 'I am done adding product(s)'.

- 15. Make sure all information is correct and click 'Submit RMA Request'.
- 16. You have successfully submitted an RMA request.
- 17. If your RMA request is approved, you will receive an approval notice email with a link. Click on that link to be taken to the Returns homepage.
- 18. Login with your email and password.
- 19. Click on 'Check RMA Case Status'.
- 20. Click on your Request ID number.
- 21. Click on the two links below to print your packaging slip and generic shipping label. Note: A pre-paid label is not provided.
- 22. Ship your item however you prefer.
- 23. You are able to monitor the status of your return by visiting bellracingusa.returnsportal.net and clicking on 'Check RMA Case Status'.

